


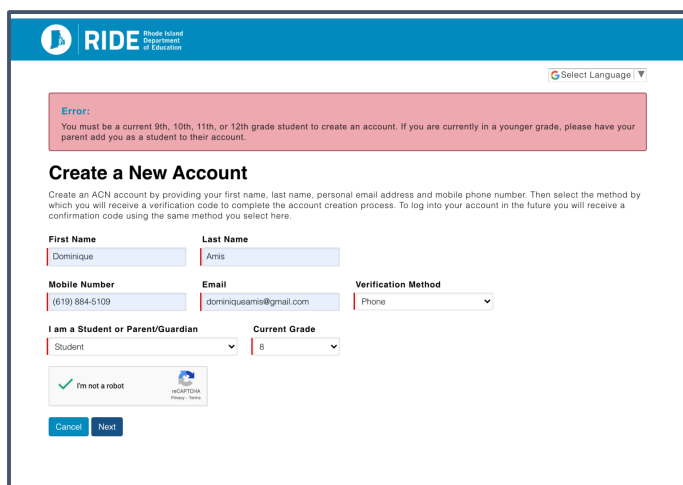
Spring 2021 All Course Network (ACN): How to Create an EnrollRI Account and Register for Courses (Grades 9-12)

All High School students in grades 9-12 should create their own accounts to register for ACN courses in EnrollRI. Students who used Go Sign Me Up previously to register for ACN year-long courses in the 2020-21 school year or Spring courses for 2021 will still have to create a new account in EnrollRI and should receive an email in advance with their user credentials

1. Beginning January 5, 2021, visit EnrollRI.org/acn, select “Spring Semester 2021 ACN Courses” and click on “Create an Account.”
 - a. Students should use a personal email to create their account – NOT a school email.
 - b. If a student does not have access to a phone that can receive text messages, they must select “email” as the verification method.

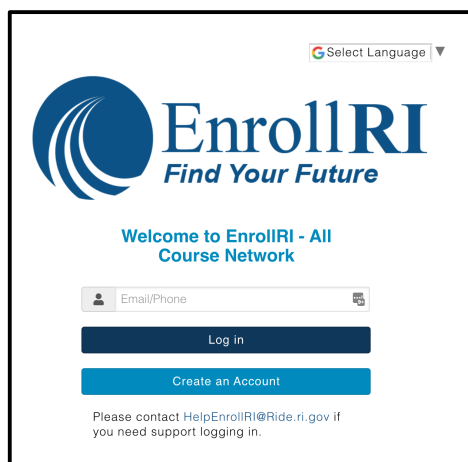


The screenshot shows the EnrollRI homepage. At the top right is a "Select Language" dropdown. The EnrollRI logo with the tagline "Find Your Future" is on the left. Below it, the text "Welcome to EnrollRI - All Course Network" is displayed. There is a search bar labeled "Email/Phone" with a magnifying glass icon. Below the search bar are two buttons: "Log in" (dark blue) and "Create an Account" (light blue). At the bottom, a small text line reads: "Please contact HelpEnrollRI@Ride.ri.gov if you need support logging in."

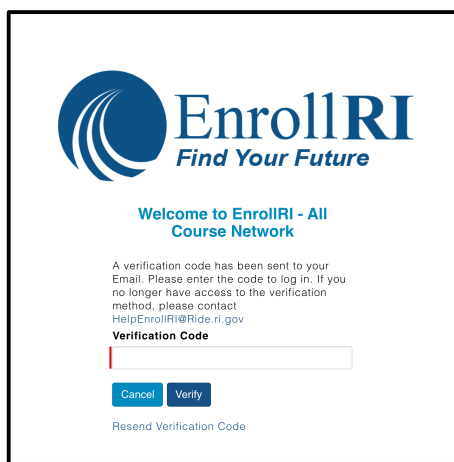


The screenshot shows the "Create a New Account" form. At the top, there is a red error message box that says: "Error: You must be a current 9th, 10th, 11th, or 12th grade student to create an account. If you are currently in a younger grade, please have your parent add you as a student to their account." Below this, the heading "Create a New Account" is followed by instructions: "Create an ACN account by providing your first name, last name, personal email address and mobile phone number. Then select the method by which you will receive a verification code to complete the account creation process. To log into your account in the future you will receive a confirmation code using the same method you select here." The form fields include: "First Name" (Dominique), "Last Name" (Arms), "Mobile Number" ((619) 884-5109), "Email" (dominiquearms@gmail.com), and "Verification Method" (Phone). There are also dropdowns for "I am a Student or Parent/Guardian" (Student) and "Current Grade" (8). A checkbox "I'm not a robot" is checked. At the bottom are "Cancel" and "Next" buttons.

2. After creating and verifying your account, you will be logged in to the system. To access your account in future visits, return to the home screen and insert the email or phone number associated with the account and click “log in.”
 - a. EnrollRI is “passwordless,” so users just insert a one-time code from their phone or email and don’t have to remember a password to access their account.



The screenshot shows the EnrollRI login screen. It features the EnrollRI logo and the text "Welcome to EnrollRI - All Course Network". There is a search bar labeled "Email/Phone" with a magnifying glass icon. Below the search bar are two buttons: "Log in" (dark blue) and "Create an Account" (light blue). At the bottom, a small text line reads: "Please contact HelpEnrollRI@Ride.ri.gov if you need support logging in."



The screenshot shows the verification code screen. It features the EnrollRI logo and the text "Welcome to EnrollRI - All Course Network". Below this, a message states: "A verification code has been sent to your Email. Please enter the code to log in. If you no longer have access to the verification method, please contact HelpEnrollRI@Ride.ri.gov". There is a text input field for the "Verification Code". Below the field are "Cancel" and "Verify" buttons. At the bottom, there is a link for "Resend Verification Code".

3. Fill in “student information.”
 - a. Fields with the red lines are required.
 - b. This information can be edited at any time from the student dashboard.

Updated as of January 4, 2021.

4. To browse and register for courses, click on “add course” from the student dashboard.
 - a. Available courses will appear on the selection page based on the student’s information. Click the “info” icon next to the course for details on meeting times, credits, etc.
 - b. A student can pre-register for as many courses as they want, but can only enroll in 2 courses for Spring 2021.
 - c. Courses that do not have seats available will show up as “full,” and can be selected for a student’s waitlist.
 - d. To pre-register for a course with prerequisites, students must confirm that they have met those requirements.

5. Once students pre-register for a course, they will show up in the student dashboard as “pending approval.” Students will receive emails when school members approve or deny their pre-registration.
6. If a student is on the waitlist for a course and a spot opens up, they will receive an email notification that they are enrolled. If an enrollment offer would put the student over the maximum number of courses allowed (2 per semester), they then have 2 days to log into the system and accept or decline the offer before the offer expires.
 - a. *Note: If students are enrolled in 2 courses and are offered a spot in another course, they must withdraw from one of their previously-enrolled courses.*